



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ACCOUNTANT TRAINEE *or* ACCOUNTING OFFICER, SPECIALIST \$3,027-\$3,505 (AT) *or* \$3,589-\$4,363 (AO) ACCOUNTING SERVICES BUREAU SACRAMENTO

The Department of Insurance has an opening to be filled at the Accounting Officer, Specialist classification to work in the Accounting Services Bureau's General Ledger Unit. For recruitment purposes, this position may be filled at the Accountant Trainee level.

RESPONSIBILITIES: Under the supervision of the Senior Accounting Officer Supervisor, performs professional accounting duties of the more difficult entries in the General Ledger Unit. Perform and reconcile State Controller's and CALSTARS appropriation and General Ledger Accounts for General Fund, Insurance Fund, and Special Deposit Fund. Perform the Bank Reconciliation verifying all checks issued, cleared, outstanding for the month and verify all deposits, deposits in transit, and deposits received. Validate and reconcile the Daily Cashiering Collection and remit to State Treasurer's Office. Prepare and post the fund or appropriation making the payment to be reimbursed through the Plan of Financial Adjustment process. Provide assistance to department staff and management regarding issues that pertain to the General Ledger Unit.

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Knowledge and experience of the principles and practices of CALSTARS.
- Knowledge and experience completing SCO reconciliation and Year-End Financial Statements.
- Have excellent oral, written, and analytical skills.
- Ability to maintain a courteous and professional demeanor at all times.
- Ability to work independently as well as part of a team.
- Ability to be flexible and able to work in a fast-paced office environment.

WHO MAY APPLY: Applications will be accepted from current State employees at the Accountant Trainee or Accounting Officer, Specialist level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to **Ellen Uy**, Accounting Services Bureau, Department of Insurance, 300 Capitol Mall, Suite 1400, Sacramento, CA 95814. Please indicate "Accountant Trainee #192-4179-GLU" or "Accounting Officer, Specialist #192-4546-013" on the State application. For additional information, please call (916) 492-3381.

FINAL FILING DATE: September 22, 2006 or Until Filled

NOTE: Interested individuals must submit applications in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

pb09/12/06

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.